

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 07-R02
1. POSITION TITLE ADM ASSISTANT I		AGENCY Department of Public Health
2. APPROPRIATION CODE 4516-1000	POSITION NUMBER 00039541	SALARY
3. GENERAL STATEMENT OF DUTIES: Under the supervision of the Laboratory Supervisor prioritizes, assigns and coordinates sample work of the Drug Laboratory. Maintains the security and integrity of samples. Keeps precise records, prepares reports and documents.		
4. SUPERVISION RECEIVED: Elisabeth O'Brien, Laboratory Supervisor I		
5A. DIRECT REPORTING STAFF 5B. THEIR STAFF		
6. DETAILED STATEMENT OF DUTIES: Coordinates sample work of the drug laboratory to assure timely analysis and to maintain evidence continuity and integrity. Receives drug samples from law enforcement agencies and maintains evidence security and continuity by corroborating descriptions, assigning numbers and weighing them to assure correct records. Creates a computer record for each sample, enters demographic information and analytical results. Generates certificate of analysis and notarizes analysts signature of certificates. Responsible for phone contacts with police departments, courts, district attorneys and defendant attorneys. Notifies submitting agencies when their samples are ready for pick up and returns samples to same. Maintains liaison between the laboratory and local, state and federal agencies to provide analysis and policy information, to resolve problems and to coordinate activities. Reviews and analyzes data concerning drug examination in order to determine progress, provide information and improve efficiency to supervisors. Prepares reports monthly, yearly and as needed in order to determine the output of the laboratory, the nature of the work and the timeliness of the analyses. Monitors assigned drug samples to ensure timely analyses and reporting of results. Provides training and orientation regarding evidence handling and record keeping to laboratory staff and outside agencies. Confers with the laboratory staff to coordinate drug samples, so that results are available to submitting agencies for reasonable special requests.		
7. QUALIFICATIONS REQUIRED AT HIRE: Knowledge of the methods of general report writing. Ability to prepare reports. Ability to maintain accurate records. Knowledge of types and uses of general office equipment. Ability to deal tactfully with others. Ability to exercise sound judgement. Ability to communicate effectively in oral expression. Ability to gather information through questioning individuals and by examining records and documents. Ability to prepare and use charts, graphs and tables. Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence. Ability to understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities. Ability to analyze and determine the applicability of data, draw conclusions and to make appropriate recommendations. Ability to follow written and oral instructions. Ability to exercise discretion in handling confidential information.		
8. QUALIFICATIONS ACQUIRED ON JOB: Knowledge of the laws, rules, policies and procedures governing assigned unit activities. Knowledge of the types and uses of agency forms. Knowledge of the proper telephone procedures for making and receiving agency calls.		
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office management, office administration business administration or business management, the major duties of which included one or more of the following functions: purchasing, personnel management, budgeting, accounting, record management, work simplification, grants management, contracts administration or program management, or (B) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: An Associate's or higher degree with a major in business administration, business management, or public administration may be substituted for the required experience.* An associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience. ** Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.		
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:		
11. REMARKS: Incumbents of this position must submit to a CORI check.		

Signature of Appointing Authority		Title	
_____ _____			
Agency	Prepared By		
_____ _____			
Initials of Incumbent	Date	Initials of Supervisor	Date
This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.			

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